



How to use the Automated System to Schedule Inspections

Dial: (510) 494-4885

FOR PERMITS THAT BEGIN WITH BLD

FOR PERMITS THAT BEGIN WITH A SINGLE LETTER, I.E. A, B,

1. Press 1 to schedule inspections	1. Press 1 to schedule inspections.
2. Press 1 to access BLD permits	2. Press 2 (for permits that do not begin with BLD).
3. Press the PERMIT #'S (numbers only); (the address will be read back to you).	3. Press 1 for Residential or 2 for Non-Residential
4. Enter the 3 DIGIT INSPECTION CODE. i.e. 199 for final. If you do not know the inspection type you need, enter 811 for Unknown Inspection Type.	4. Press the Inspection Permit Type (most common is 2 for building), other types are, 3 demo, 4 electrical, 6 plumbing, 7 pool/spa, 8 pest control, 9 mechanical
5. Choose 1 for next day, 2 for 2 nd day or 3 for 3 rd day. Cut-off is 6:30 a.m. for same day inspections. If you need to schedule for any other day, call 494-4400.	5. Press the PERMIT #'S (numbers only); (the address will be read back to you).
6. Press 1 for confirmation number, 2 to schedule Another inspection on the same permit, or 3 to Schedule another inspection on a different permit.	6. Enter the 3 DIGIT INSPECTION CODE. i.e. 199 for final. If you do not know The inspection type you need, enter 811 for Unknown Inspection Type.
7. Contact the inspector on the back of the permit card on the morning of your inspection to get your AM or PM time frame. If there is no name listed call 494-4400 after 8:00 a.m. to be connected to your Inspector.	7. Choose 1 for next day, 2 for 2 nd day or 3 for 3 rd day. Cut-off is 6:30 a.m. for same day inspections. If you need to schedule for any other day, call 494-4400.
	8. Press 1 for confirmation number, 2 to schedule Another inspection on the same permit, or 3 to schedule another inspection on a different permit.